

## Custodial Services Cleaning Expectations

Room Type	Tasks	Frequency
<b>Washrooms</b>	<ul style="list-style-type: none"> <li>Collect waste (empty sanitary boxes) and clean waste containers as needed.</li> <li>Re-stock paper and soap supplies.</li> <li>Spot disinfect horizontal and vertical surfaces, particularly DHCPs (Direct Hand Contact Points)</li> <li>Clean toilets and urinals.</li> <li>Clean glass and mirrors.</li> <li>Spot clean problem walls.</li> <li>Sweep/dust mop and damp mop floors.</li> <li>Relamp as needed.</li> </ul> <p><b>Weekly Project Work:</b>  1<sup>st</sup> shift - Bowl acid and disinfect floors.  2<sup>nd</sup> shift - Scrub sinks, taps, counters and pipes under sinks.  3<sup>rd</sup> shift - Wipe underside of toilets, sinks, handles, assist bars.  4<sup>th</sup> shift - Wipe stall partitions, doors, ledges, sills and shelves.  5<sup>th</sup> shift - Dust ceiling, wall and door vents. Wipe door and door frame.</p>	<ul style="list-style-type: none"> <li>Performed daily.</li> <li>Performed every other day in Residence.</li> <li>Priority buildings are policed throughout the day and particularly during special events.</li> <li>Walls are foamed and scrubbed 3 times per year in academic buildings and monthly in high use areas such as Athletics, the Twin Pad Arena and Residences.</li> </ul>
<b>Entrances Lobbies Hallways</b>	<ul style="list-style-type: none"> <li>Collect waste and clean waste containers as needed.</li> <li>Vacuum entrance mats.</li> <li>Spot clean horizontal and vertical surfaces. Particular attention to DHCPs as time allows.</li> <li>Clean door glass.</li> <li>Sweep/dust mop, vacuum and damp mop/auto scrub floor areas.</li> <li>Relamp as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Performed daily.</li> <li>Priority buildings are policed throughout the day or in response to weather conditions.</li> <li>Link mats are lifted to clean beneath once a month, or as needed in winter months.</li> <li>Entrance mats are steam cleaned 2 or 3 times a day in sloppy, winter weather.</li> </ul>
<b>Offices</b>	<ul style="list-style-type: none"> <li>Collect waste and clean waste containers as needed.</li> <li>Spot clean horizontal and vertical surfaces as needed.</li> <li>Dust mop and damp mop hard floors. Vacuum carpeting.</li> <li>Relamp as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Performed weekly as per assignment schedule.</li> </ul>
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<b>Stairwells</b>	<ul style="list-style-type: none"> <li>Collect waste and clean waste containers as needed.</li> <li>Dust stair railing.</li> <li>Spot clean horizontal and vertical surfaces. Particular attention to DHCPs as time allows.</li> <li>Clean door glass.</li> <li>Stairs and landings are swept and damp mopped. Gum removed.</li> <li>Relamp as required.</li> </ul>	<ul style="list-style-type: none"> <li>Checked daily for spot cleaning and relamping requirements.</li> <li>Thorough cleaning performed weekly.</li> </ul>
<b>Locker/Change Rooms</b>	<ul style="list-style-type: none"> <li>Collect waste (empty sanitary boxes) and clean waste containers as needed.</li> <li>Disinfect horizontal and vertical surfaces in showers. Particular attention to DHCPs.</li> <li>Sweep and disinfect shower floors. Attention to floor drain.</li> <li>Sweep/dust mop and damp mop floors.</li> </ul>	<ul style="list-style-type: none"> <li>Performed daily.</li> <li>Showers in Athletics are foamed and scrubbed daily.</li> <li>Showers in Twin Pads are foamed and scrubbed monthly.</li> <li>Weekly project work: Clean vents and dust the top of lockers.</li> </ul>
<b>Storerooms</b>	<ul style="list-style-type: none"> <li>Clean vents as needed.</li> <li>Spot clean vertical and horizontal surfaces.</li> <li>Dust mop and damp mop floors as needed.</li> <li>Relamp as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Checked weekly.</li> <li>Cleaned as needed.</li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>Collect loose trash from seating area.</li> <li>Collect waste and clean waste containers as needed.</li> <li>Clean black boards, white boards and chalk wells as needed.</li> <li>Dust mop/sweep/vacuum and spot mop flooring between seats.</li> <li>Thorough vacuum or damp mopping of one floor section per night.</li> <li>Vacuum carpeting and mats. Damp mop hard floor in open areas.</li> <li>Spot clean and remove graffiti and gum from desktops and tables as needed.</li> <li>Relamp as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Performed daily.</li> <li>Weekly project work: Clean vents and clean horizontal and vertical surfaces. Particular attention to DHCPs as time allows.</li> </ul>
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<b>Teaching Labs</b>	<ul style="list-style-type: none"> <li>• Collect waste and clean waste containers as needed.</li> <li>• Dust and damp mop hard floors.</li> <li>• Relamp as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Performed daily.</li> <li>• Weekly project work: Clean vents and spot clean horizontal and vertical surfaces as needed.</li> <li>• Sinks and counters are thoroughly cleaned at the end of each semester or upon request.</li> </ul>
<b>Research Labs</b>	<ul style="list-style-type: none"> <li>• Same as Teaching Labs above.</li> </ul>	<ul style="list-style-type: none"> <li>• Performed daily as per assignment schedule.</li> </ul>
<b>Meeting Rooms, Lounge, Waiting Rooms</b>	<ul style="list-style-type: none"> <li>• Collect waste and clean waste containers as needed.</li> <li>• Spot clean horizontal and vertical surfaces as needed.</li> <li>• Dust mop and damp mop hard floors. Vacuum carpeting.</li> <li>• Relamp as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Performed daily.</li> <li>• Weekly project work: Clean vents.</li> </ul>
<b>Dining Rooms</b>	<ul style="list-style-type: none"> <li>• Spot clean horizontal and vertical surfaces as needed. Particular attention to DHCP as time allows.</li> <li>• Dust mop and damp mop hard floors.</li> <li>• Vacuum carpeting.</li> <li>• Relamp as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Performed daily.</li> <li>• Weekly project work: Clean vents.</li> </ul>
<b>VTH Treatment Rooms</b>	<ul style="list-style-type: none"> <li>• Collect waste and clean waste containers as needed.</li> <li>• Dust mop floors. Particular attention to animal hair.</li> <li>• Disinfect (bleach solution) all horizontal surfaces. Particular attention to animal contact areas and DHCPs. Spot disinfect vertical surfaces. Particular attention to spatter.</li> <li>• Clean stainless steel sinks.</li> <li>• Disinfect floor surfaces.</li> <li>• Relamp as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Performed daily.</li> <li>• Monthly project work: Vacuum vents and scrub floors.</li> </ul>
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<b>VTH OR's, X-ray, ICU, Recovery stall</b>	<ul style="list-style-type: none"> <li>Collect waste and clean waste containers as needed.</li> <li>Dust mop floors. Particular attention to animal hair.</li> <li>Disinfect (Omega) all horizontal surfaces. Particular attention to animal contact areas and DHCPs. Spot disinfect vertical surfaces. Particular attention to spatter.</li> <li>Clean stainless steel sinks.</li> <li>Disinfect floor surfaces.</li> <li>Relamp as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Performed daily</li> <li>Monthly project work: Vacuum vents and scrub floors.</li> </ul>
<b>Gymnasium</b>	<ul style="list-style-type: none"> <li>Collect waste and clean waste containers as needed.</li> <li>Dust mop and auto scrub floors.</li> <li>Spot clean horizontal and vertical surfaces as needed. Particular attention to DHCPs as time allows.</li> <li>Relamp as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Performed daily</li> <li>Monthly project work: Clean vents and bleachers. Clean below bleachers when they are pulled out.</li> </ul>
<b>Squash Courts, Dance Studios</b>	<ul style="list-style-type: none"> <li>Collect waste and clean waste containers as needed.</li> <li>Dust mop floors and spot clean floors with damp mop.</li> <li>Spot clean horizontal and vertical surfaces as needed. Particular attention to DHCPs as time allows.</li> </ul>	<ul style="list-style-type: none"> <li>Performed daily.</li> <li>Floors are damp mopped twice a week.</li> <li>Floors can be auto scrubbed as needed.</li> </ul>
<b>Pools</b>	<ul style="list-style-type: none"> <li>Collect waste and clean waste containers as needed.</li> <li>Dust mop/sweep deck areas.</li> <li>Operate pool vacs to vacuum pool tanks.</li> <li>Spot clean horizontal and vertical surfaces as needed. Particular attention to DHCPs as time allows.</li> <li>Auto scrub pool decks.</li> </ul>	<ul style="list-style-type: none"> <li>Performed daily.</li> <li>Monthly project work: Scrub decks.</li> <li>Annual project work: Scrub all tank surfaces when pools are drained.</li> </ul>
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<b>Whirlpool</b>	<ul style="list-style-type: none"> <li>Scrub all tank surfaces when pools are drained.</li> </ul>	<ul style="list-style-type: none"> <li>Performed weekly</li> </ul>
<b>Residence Rooms</b>	<ul style="list-style-type: none"> <li>Project cleaning as per assignment schedule.</li> <li>Carpeting is steam cleaned using Truck Mount steam cleaner.</li> <li>Carpet spots are cleaned using Portable steam cleaner as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Performed annually in April prior to Conferences.</li> </ul>
<b>Residence Common Areas</b>	<ul style="list-style-type: none"> <li>Spot clean horizontal and vertical surfaces as needed. Particular attention to DHCPs as time allows.</li> <li>Vacuuming carpets.</li> <li>Carpeting is steam cleaned using Truck Mount steam cleaner.</li> <li>Carpet spots and upholstery are cleaned using Portable steam cleaner as needed.</li> <li>Relamping as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Spot cleaning and vacuuming performed bi-weekly.</li> <li>Truck Mount steam cleaning is performed at least bi-annually.</li> </ul>
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